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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION  
NO. 20-4

PERSONNEL  
4 May 1970

PHOTOGRAPHIC INTERPRETATION CAREER SERVICE  
POLICIES AND PROCEDURES

RESCISSION: NPIC Instruction No. 20-1, dated 30 June 1969

1. GENERAL

This Instruction applies only to CIA employees. It states the organization, responsibilities, and functions of the Photographic Interpretation Career Service Board (IP CSB), the four Career Panels and the Training Selection Panel and delegates certain authority with regard to personnel actions to Group and Staff Chiefs.

2. IP CAREER SERVICE BOARD MEMBERSHIP

The membership of the IP Career Service Board consists of the Executive Director, who serves as Chairman, and four officers representing the most senior CIA positions in the major NPIC components: IEG, PP&BS, PSG and TSSG. Personnel advice and assistance is provided to the Board by the Chief, Personnel Branch who serves as the Executive Secretary. The senior DIA member of the respective Groups and Staff are invited to attend Board meetings.

3. RESPONSIBILITIES OF IP CAREER SERVICE BOARD

The IP Career Service Board is responsible for advising the Director, NPIC who is also the Head of the IP Career Service, on personnel management matters and, as he directs, for monitoring the application and functioning of the CIA personnel program as it affects the members of the IP Career Service.

4. FUNCTIONS OF IP CAREER SERVICE BOARD

- a. Reviews proposed changes in major policies and programs in the fields of personnel and career development and makes appropriate recommendations to the Head of the IP Career Service.

GROUP 1: EXCLUDED FROM  
AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

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- b. Reviews and recommends promotion to grades GS-13, GS-14, and GS-15.
- c. Reviews recommendations of IP Training Selection Panel and recommends training nominations for senior schools, the Mid-career Program and courses which require selection review by the DD/I and the CIA Training Selection Board.
- d. Reviews, on a regular basis, reports of actions approved or recommended by Career Panels; including competitive evaluation ratings, promotions to grades GS-12 and below, and Quality Step Increase Awards; and ensures equitable career management for all members of the Career Service.
- e. Recommends rotational assignments and nominations for key assignments outside of NPIC or overseas; and reviews internal rotational assignments.
- f. Recommends appropriate action with regard to requests for postponements of retirement, marriage to alien and other similar matters which may establish precedents for future Career Service action.

##### 5. GROUP AND STAFF CAREER PANELS

Authority is delegated to respective Group and Staff Chiefs, within the guidelines established by the IP Career Service Board and the appropriate personnel policies and personnel ceilings, either to approve certain personnel actions, or to review and make recommendations to the Head of the IP Career Service. In order to assist the component Chiefs, Career Panels will be established for IEG, PP&BS, PSG, and TSSG. The Career Panels will be chaired by the Group or Staff Chief, include as members the Division or Deputy Division Chiefs of that component, and will have a Personnel Officer available to provide technical advice and assistance. They will consider all career development and personnel actions--competitive evaluations, promotions, training, reassignments, etc.--concerning individuals assigned to the component. a. Group and Staff Chiefs are authorized to approve the

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following actions:

- 1) Competitive Evaluation Ratings (CER's).
- 2) Promotion to grades GS-12 and below.
- 3) Selection of applicants and reassignment of CIA employees into the IP Career Service at grades GS-12 and below.

b. Group and Staff Chiefs will review and make recommendations to the Head of the IP Career Service regarding the following actions:

- 1) The award of Quality Step Increases (QSI's). Panels are to consider QSI's on a quarterly basis, during the months of August, November, February, and May in order to ensure that this award program receives appropriate attention.
- 2) Nominations for Honor and Merit Awards. These are to be considered in the same quarterly basis as QSI's.
- 3) Adverse personnel actions including demotion, withholding of periodic within grade step increases, denial or deferral of Career Employee Status and involuntary separations.
- 4) Selection of Career-Provisional Employees for Career Employee status.
- 5) Nomination for participation in the CIA Retirement and Disability System.
- 6) Approval of periods of leave without pay of more than 30 days but not in excess of 12 months.

#### 6. TRAINING SELECTION PANEL

This Panel is responsible for recommending to the IP Career Service Board, on a timely basis, proposed training nominations for senior schools, the Mid-career Program and courses which require selection review by the DD/I and CIA Training Selection Board. The Panel consists of four senior officers, one from each of the major

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NPIC components. The Chairman will be appointed by the Head of the Career Service. The Chief, Training Branch is the Executive Secretary.

7. FITNESS REPORTING

The Chief, Personnel Branch is responsible for insuring that all IP Career Service fitness reports are closely monitored and reviewed by appropriate supervisory personnel and that significant reports are brought to the attention of the Head of the IP Career Service.



ARTHUR C. LUNDAHL  
Director

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